

**OFFICE OF THE EXECUTIVE SECRETARY  
SUPREME COURT OF VIRGINIA**

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**MENTEE EVALUATION FORM**

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*Please use black ink so this document will be legible when scanned.*  
(To be completed by mentor and returned to mentee within ten days following case completion.)

**Section I. Mentee & Case Information** (Please type or print)

Mentee Mediator:

Mentor Mediator:

Certification Number:

Are you currently certified as a mentor for this court level?      Yes      No

Co-Mediation Case #    1    2    3    4    5    6    7    8    Case Type:    GDC    JDR    CCC    CCF

Date(s) of Mediation:      Length of mediation:

Please describe the nature of the case and major issues involved (e.g., multi-party, presence of counsel, custody/visitation/support, truancy). Note the challenges/problems the case presented.

**Section II: Mentee Skills** Check the appropriate number for each item using the following rating scale:

**NA** – Not Applicable

**3** – Satisfactory (Performed Adequately for Current Co-mediation)

**1** – Unacceptable

**4** – Highly Competent (Took Lead and Exceeded Expectations for Current Co-mediation)

**2** – Needs Improvement (Additional Development and/or Training Recommended)

**5** – Excellent (Demonstrated a Professional Level of Mediator Skills)

**A. Personal Qualities**

Appropriate dress and appearance.....	NA	1	2	3	4	5
Developed rapport and trust, and conveyed a positive outlook.....	NA	1	2	3	4	5
Appeared confident and in control of emotions.....	NA	1	2	3	4	5
Appeared sensitive to clients' physical and emotional comfort.....	NA	1	2	3	4	5

**B. Introduction**

Provided welcome and opening comments.....	NA	1	2	3	4	5
Explained mediation process.....	NA	1	2	3	4	5
Clarified role of participants.....	NA	1	2	3	4	5
Established ground rules.....	NA	1	2	3	4	5
Covered Agreement to Mediate form.....	NA	1	2	3	4	5

**C. Information Sharing**

Engaged participation of clients.....	NA	1	2	3	4	5
Understood issues and empathized with feelings.....	NA	1	2	3	4	5
Accurately and briefly summarized information and concerns.....	NA	1	2	3	4	5
Balanced time and focus between clients.....	NA	1	2	3	4	5

**D. Issue Clarification**

Asked appropriate questions.....	NA	1	2	3	4	5
Identified interests, intentions, differences, limitations, and underlying problems.....	NA	1	2	3	4	5
Identified common ground.....	NA	1	2	3	4	5
Reframed statements and issues.....	NA	1	2	3	4	5

**E. Generation of Options**

Organized and prioritized mediatable issues.....	NA	1	2	3	4	5
Focused on present and future needs rather than positions.....	NA	1	2	3	4	5
Elicited multiple options and explored settlement possibilities.....	NA	1	2	3	4	5

**F. Resolution/Closure**

Facilitated negotiation and bargaining.....	NA	1	2	3	4	5
Assisted parties with reality testing.....	NA	1	2	3	4	5
Drafted agreement that is sufficiently specific and addressed all issues.....	NA	1	2	3	4	5
Drafted agreement that is well organized, clearly stated, and easily readable.....	NA	1	2	3	4	5
Assisted in developing an agreement that is balanced, fair, realistic, understood, and not coerced.....	NA	1	2	3	4	5
Discussed options for noncompliance or resolving future conflict.....	NA	1	2	3	4	5
Sufficient effort exerted to assist parties in reaching agreement.....	NA	1	2	3	4	5
Provided appropriate information and referral.....	NA	1	2	3	4	5
Completed child support worksheet by hand (if applicable).....	NA	1	2	3	4	5

**G. Professional Qualities**

Allowed adequate planning and preparation time.....	NA	1	2	3	4	5
Possessed adequate knowledge of issues.....	NA	1	2	3	4	5
Demonstrated an awareness of ethical issues.....	NA	1	2	3	4	5
Maintained neutrality, impartiality, and objectivity.....	NA	1	2	3	4	5
Avoided giving advice, pressure, and judgment.....	NA	1	2	3	4	5
Demonstrated respect for different values and lifestyles.....	NA	1	2	3	4	5
Demonstrated ability to work with co-mediator and clients.....	NA	1	2	3	4	5
Engaged in ongoing assessment of appropriateness of case for mediation.....	NA	1	2	3	4	5

**H. Communication Skills**

Demonstrated appropriate posture, gestures, and eye contact.....	NA	1	2	3	4	5
Demonstrated appropriate use of voice, tone, volume, and clarity.....	NA	1	2	3	4	5
Demonstrated appropriate verbal content and timing.....	NA	1	2	3	4	5
Demonstrated appropriate listening styles and other intuitive abilities.....	NA	1	2	3	4	5
Demonstrated good paraphrasing and reframing skills.....	NA	1	2	3	4	5

**I. Special Techniques**

Demonstrated appropriate use of caucus.....	NA	1	2	3	4	5
Demonstrated appropriate involvement of other parties.....	NA	1	2	3	4	5
Overcame impasse, resistance, or difficult behavior.....	NA	1	2	3	4	5
Dealt with power imbalance or control issues.....	NA	1	2	3	4	5
Handled intense emotions or difficult agendas.....	NA	1	2	3	4	5
Displayed flexibility and used creative strategies effectively.....	NA	1	2	3	4	5

**Section III: Overall Assessment of Mentee**

Mentors must complete Section III for all co-mediations. Attach additional sheets as necessary.

- A) Please discuss skill areas in which the mentee showed strength or needed improvement. If the rating “1 - Unacceptable” or “2 - Needs Improvement” has been circled, the mentor must propose suggestions for mentee improvement.
- B) The mentor’s assessment should address the following questions regarding the mentee: Does the mentee have a good feel for the process? Has the mentee learned basic mediation skills? What mediation skills does the mentee currently lack that should be addressed in subsequent co-mediations or training?

Based on this co-mediation, and in relation to the mentee’s present level of training and experience, has the mentee demonstrated competency in the mediation process?    Yes        No

If this mediation meets minimum co-mediation requirements, has the mentee demonstrated the appropriate level of skill to mediate independently?    Yes        No        (additional training or experience required)

If “No” has been checked for either question, the mentor must comment below.

Signature of Mentor Mediator

Date

**Section IV. Mentee Feedback**

To be completed by mentee upon receipt of completed evaluation form. The mentee is encouraged to share these comments with the Mentormentor but is not obligated to do so. DRS may anonymously share feedback with mentors, and may also use feedback anonymously to train mentors. Attach additional sheets as necessary.

Mentor Name

Date of Mediation

Please address the following questions:

Did the mentor discuss expectations of mentee during the pre-mediation session?

Yes      No

Were you able to participate fully during the mediation?      Yes      No

Were the pre- and post-mediation mentoring sessions helpful to you in understanding the case and your skill development needs?      Yes      No

Did the mentor return the form within ten days?      Yes      No

Additional Comments:

What is your personal assessment of your mediation skills in this mediation?

Thank you for your feedback. All responses will be carefully reviewed. If ethical issues are raised, the Office of the Executive Secretary will follow-up. If you have questions or concerns about the mentorship process, please contact the Office of the Executive Secretary, Dispute Resolution Services, at (804) 786-6455. SendReturn this *Mentee Evaluation* form with your certification application to Dispute Resolution Services, Supreme Court of Virginia, 100 N. Ninth Street, Third Floor, Richmond, Virginia 23219.